Career Builder Ad Placement Instructions
Effective January 28, 2008

Departments who wish to post an ad on Career Builder must follow the requirements listed below and send them in an e-mail message to DHR-AdRequests@state.vt.us. Ads will be paced for thirty (30) days, unless you ask us to remove the ad sooner. If the job will be posted on the Department of Human Resources (DHR) website, please make sure that your personnel administrator has submitted the request to recruit to the DHR recruiter.

Required Information:

The following information must be included in your request:

1. **Job Title** – This is the exact job title of the job to be posted.

2. **Job Categories and Industries** – We recommend you use the maximum allowed three job types and three industries. This will increase the number of ways your job may appear in a job seeker's job search.
   - Provide three Job Categories from the list on the next page.
   - Provide three Industries from the list on the next page.

3. **Location** – Provide the geographic location and zip code of the job. If the job covers a region or is "home based", choose a location and include in the job description information about the region or that it is home based.

4. **Job Description** – Provide as much information as possible about the position. Remember, you are marketing your job to the job seekers and they will only apply for the jobs that seem most appealing.   A few notes about this section:
   - *The DHR Job Specification will not be considered acceptable for use as a Career Builder job posting!*
   - Lead with an active, strong sentence that will communicate, from the applicant's point of view, either how the employee will contribute or what they are likely to gain from taking the job.
   - Gain their interest from the start!   Provide a brief overview of your department, and if appropriate the division or area in which the person will be working.
   - Market your job by providing a general description of it, including the major responsibilities of the job. Feel free to use formatting, such as bold type, underline and bullet points, to make your posting more attractive.

5. **Job Requirements** – This is a text section where you must provide the minimum qualifications, preferred qualifications, and desirable competencies – the "who are you looking for". Use a "bulleted" list of requirements rather than a paragraph

format.   At the end of this section indicate the Application Deadline or "open until filled".

6. **Employment Type** – Indicate if the position is Full-Time or Part-Time. If you are posting a temporary or exempt job, you will need to indicate that in the job description.

7. **Travel** – You must enter whether travel is required (percentage of time), as well as whether the position manages others.

JOB CATEGORIES:

Accounting	General Business	Other
Admin & Clerical	General Labor	Pharmaceutical
Automotive	Government	Professional Services
Banking	Health Care	Purchasing – Procurement
Biotech	Human Resources	QA – Quality Control
Business Development	Information Technology	Real Estate
Construction	Installation – Maint – Repair	Research
Consultant	Insurance	Restaurant – Food Service
Customer Service	Inventory	Sales
Design	Legal	Science
Distribution – Shipping	Legal Admin	Skilled Labor
Education	Management	Strategy – Planning
Engineering	Manufacturing	Supply Chain
Entry Level	Marketing	Telecommunications
Executive	Media – Journalism – Newspaper	Training
Facilities	Nonprofit – Social Services	Transportation
Finance	Nurse	Warehouse

INDUSTRIES:

Accounting – Finance	Education – Teaching –Administration	Managed Care
Advertising	Electronics	Manufacturing
Agriculture	Employment – Recruiting – Staffing	Medical Equipment
Airline – Aviation	Energy – Utilities – Gas - Electric	Military
Architecture – Building	Environmental	Mortgage
Art – Photography – Journalism	Food	Pharmaceutical
Automotive – Motor Vehicles	Government – Civil Service	Printing – Publishing
Banking – Financial Services	Healthcare – Health Services	Public Relations
Biotechnology	Homebuilding	Real Estate – Property Mgt.
Broadcasting – Radio – TV	HVAC	Recreation
Building Materials	Import – Export	Sales – Marketing
Chemical	Industrial	Security
Construction	Insurance	Social Services
Computer Hardware	Internet – Ecommerce	Telecommunications
Computer Software	Landscaping	Training
Consulting	Law Enforcement	Transportation
Consumer Products	Legal	Travel
Credit – Loan – Collections	Library Science	Wireless

For questions regarding Career Builder job postings, please e-mail:
DHR-AdRequests@state.vt.us or call the Recruitment Services staff at 1-800-640-1657.

Sample Completed Career Builder Request

Job Title: Systems Developer II

Job Categories: Design, Engineering, Information Technology

Industry Categories: Computer Software, Government – Civil Service, Transportation

Location: Montpelier

Job Description: The Vermont Agency of Transportation is seeking a **Systems Developer II**. Take on a challenge and put your systems development experience to use in a software migration project for the Agency of Transportation in the IT financial support unit. Join a small team supporting system development and maintenance of the STARS financial system and work with a state-wide team to upgrade to a PeopleSoft enterprise system. You will be responsible for NATURAL and COBOL program maintenance, creating and modifying MVS JCL, job scheduling, monitoring and resolving problems with batch processing, and user support. You must be efficient with quality control, organization, and communication skills. You should be a self-driven individual with strong analytical skills. Prefer experience with Microsoft PC software including Visio.

Job Requirements:
Preferred Qualifications:
- Proficiency in Microsoft Word, Excel and Visio.
- Previous program experience with Natural and Cobol.
- Must have general knowledge of ADABAS database.
- Preferred knowledge of mainframe MVS JCL, CICS and TSO.
- Strong analytical skills.
- Efficient with quality control, organization and communication skills.
- Must show leadership capability

Required Education and Experience
- Bachelor's degree in computer science.
- Associate's degree in computer science or college-level coursework that includes 15 computer science credits AND two years experience in computer programming, data base administration, or systems analysis.
- Four years experience in programming, data base administration, or systems analysis.

Employment Type: Full-Time